

SECTION 6. FACILITIES

Objective:

To provide library facilities that are attractive, accessible, safe, and convenient.

The attractiveness and location of library buildings have a direct impact on library use. Library facilities should be conveniently located, have ample parking, be aesthetically appealing, attractive free of physical barriers, and large enough for the population served. Buildings should have a flexible interior design capable of accommodating present and future technologies.

6.1 LIBRARY SERVICE IS OFFERED IN CONVENIENT LOCATIONS EASILY REACHED BY PUBLIC OR PRIVATE TRANSPORTATION.

	Yes	No	Planned	Not Planned	N/A
The library has a written plan for library facilities which includes minimum population requirements, location guidelines, and parking.					
The library has reviewed community traffic patterns and identified centers of community activity for placement of new libraries.					
The library has surveyed customers to determine satisfaction with physical accessibility and convenience to the library.					

6.2 THE LIBRARY HAS CONDUCTED A SPACE NEEDS STUDY DURING THE LAST FIVE (5) YEARS AS PART OF A LONG RANGE PLANNING PROCESS.

	Yes	No	Planned	Not Planned	N/A
The library plans facilities which will meet community needs for at last twenty (20) years.					
The minimum size of any library headquarters is 5,000 sq. ft., or .6 sq. ft./capita of the primary service area, whichever is greater.					
The minimum size of any library branch is 3,000 sq. ft., or .6 sq. ft./capita of the primary service area, whichever is greater.					
All library facilities include meeting rooms available for public use and for library programming.					

6.3 LIBRARY CUSTOMERS ARE ABLE TO OBTAIN ADEQUATE PARKING EITHER ON SITE OR IN AN ADJACENT PARKING FACILITY OR AREA.

	Yes	No	Planned	Not Planned	N/A
The library has completed a parking availability and feasibility survey to determine the total number of spaces available for library customers.					
The library has designated parking spaces for short term parking.					
The library works with community transportation providers to encourage the availability of public transportation to the library.					
The library provides an adequate number of parking spaces to meet ADA requirements.					
The library's customers have access to convenient parking.					

6.4 THE LIBRARY FACILITY IS EASY TO IDENTIFY.

	Yes	No	Planned	Not Planned	N/A
The library building has visible signs which make it clearly identifiable from the street during daytime and evening hours.					
The library hours are posted in a highly visible location.					
The library works with local agencies to install directional signs to the library.					
The library makes use of the international symbol for libraries.					

6.5 THE LIBRARY IS FREE OF PHYSICAL BARRIERS AND CONFORMS WITH PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA).

	Yes	No	Planned	Not Planned	N/A
The library meets all federal, state and local codes and requirements for buildings, fire, and safety.					
The library complies with all applicable ADA requirements.					

6.6 LIBRARY SERVICE IS PROVIDED IN A FACILITY WHICH IS APPEALING, ATTRACTIVE, SAFE, AND FUNCTIONALLY EFFICIENT.

	Yes	No	Planned	Not Planned	N/A
The outside of the building is well lighted.					
The parking area and all entrances and exits are sufficiently lighted to provide safe entry and exit.					
The library provides a way for users to return materials 24 hours a day.					
The library provides space for quiet reading and study.					
The library provides designated space for children's programs and materials.					
The library provides designated space for young adult programs and materials.					
The library provides space for meetings and programs.					
The library has adequate work space for staff.					
The library has attractive, effective interior signage.					
The library has installed appropriate electronic building security.					
The library has appropriate security for collections.					
The library has smoke and fire alarms.					
The library has a public address system.					
The library has emergency lighting which meets local codes.					
The library has up-to-date wiring to support the use of technology.					
The library has appropriate furnishings for using technology.					
The library has a plan for maintaining the public investment in facilities which includes a schedule for refurbishing existing facilities, including repainting, carpeting, replacement of furniture, HVAC, equipment, etc.					
The library has a general maintenance schedule and sufficient staff and/or contracted service to ensure safe, inviting, well-maintained facilities and grounds.					
The library maintains an inventory of library furnishings and equipment.					

6.7 THE LIBRARY HAS OBTAINED AN ADEQUATE LEVEL OF INSURANCE COVERAGE.

	Yes	No	Planned	Not Planned	N/A
The library directory annually reviews the property and liability insurance for buildings and contents.					
Insurance policies provide for full replacement value in the event of damage.					

**Additional Resources
On
Facilities**

- Brawner, Lee. **Determining Your Public Library's Future Size.** ALA, 1996. (022.3)
- Brown, Carol R. **Planning Library Interiors: The Selection of Furnishings for the 21st Century.** Oryx, 1995. (022.9)
- Checklist of Library Building Design Considerations.** Edited by William W. Sannwald for the Architecture of Public Libraries Committee, LAMA Buildings and Equipment Section. 3rd edition. ALA, 1997. (022.3)
- Cohen, Aaron and Elaine. **Designing and Space Planning for Libraries: A Behavioral Guide.** R. R. Bowker, 1979. (022.3)
- Dahlgren, Anders. **Planning the Small Public Library Building.** Small Libraries Publication, no. 11. ALA, 1985. (022.3)
- Dahlgren, Anders. **Public Library Space Needs: A Planning Outline.** Wisconsin Department of Public Instruction, 1988. (022.314)
- Forston, Judith. **Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists.** Neal-Schuman Publishers, 1992. (025.84)
- Fraley, Ruth and Carol Anderson. **Library Space Planning: A How-To-Do-It Manual for Assessing, Allocating and Reorganizing Collections, Resources, and Facilities.** 2nd edition. Neal-Schuman Publishers, 1990. (022.3)
- Hall, Richard B. **Financing Public Library Buildings.** Neal-Schuman, 1994. (022.3)
- Holt, Raymond M. and Anders C. Dahlgren. **Wisconsin Library Building Project Handbook.** Wisconsin Department of Public Instruction, 1990. (727.8)
- Kurth, William H., and Ray W. Grim. **Moving a Library,** Scarecrow, 1966. (022)
- Library Administration and Management Association. **Library Buildings, Equipment and the ADA: Compliance Issues and Solutions.** ALA, 1996. (022)
- Library Buildings Consultant List, 1997.** Library Administration and Management Association of ALA. ALA, Serial. (022.3)
- Lueder, Diane & Sally Webb. **Administrator's Guide to Library Building Maintenance.** ALA, 1992. (022)
- Lushington, Nolan. **The Design and Evaluation of Public Library Buildings.** Gaylord Professional Publications, 1991. (022.3)
- Lushington, Nolan. **Libraries Designed for Users.** Gaylord Professional Publications, 1979. (022.3)
- Martin, Ron G. **Libraries for the Future: Planning Buildings That Work.** ALA, 1992. (727.8)
- Myller, Rolf. **The Design of the Small Public Library.** Bowker, 1966. (022)

- Pollet, Dorothy. **Sign Systems for Libraries: Solving the Wayfinding Problem.**
Compiled and edited by Dorothy Pollet and Peter C. Haskell. Bowker,
1979.
- Spyers-Duran, Peter. **Moving Library Materials.** Revised edition. ALA, 1965.
(022.9)
- Trinkley, Michael. **Preservation Concerns in Construction and Remodeling of
Libraries: Planning for Preservation.** South Carolina State Library, 1992.
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